

DIRECTOR OF RECREATION AND PARKS

GRADE: SAI

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Director of Recreation and Parks performs complex professional and administrative work in directing the City Department of Recreation and Parks. Work involves responsibility for planning, organizing, and directing a widely diversified recreation and park program with activities for all ages and interest groups. Substantial independent judgment is allowed with work being reviewed by the City Manager. This position also is responsible for participating as a member of the senior management team and as such assists the City Manager in strategic management planning.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Directs through subordinates the planning, design, construction, scheduling of usage, and maintenance of all recreational, cultural, maintenance and office facilities; plans, acquires and develops neighborhood playgrounds, playing fields, parks, forests, and street landscaping.
- Plans, develops, organizes, schedules, directs, publicizes and participates as necessary in sports, physical recreation, instructional, special event, cultural, general recreational and leisure time activity programs for all ages and interest groups; and all services for seniors both recreational and social.
- Recruits, trains, advises and supervises through subordinates the work of a large

group of recreation supervisors, leaders, specialists, instructors and other personnel conducting assigned duties; develops the use of volunteer recreation workers. Supervises all departmental activities through a management team of division supervisors.

- Works with staff to determine facility and program goals, evaluates facility needs, program adequacy and establishes appropriate levels of maintenance.
- Coordinates park development and recreational activities with other City departments, agencies and committees; discusses and publicizes departmental activities through contacts with civic associations, groups and individuals.
- Prepares the departmental budget with assistance of subordinates and supervises department accounting and financial procedures.
- Prepares special and regular reports, procedures, policies and other documents relating to departmental programs.
- Evaluates through observations and conferences with supervisors the effectiveness of employees; organizes staff assignments to meet program requirements; encourages and promotes staff development through attendance at workshops and training seminars.
- Initiates, develops, plans and manages citywide and neighborhood special events. Events range from small block parties to large-scale events, attracting participation from the entire metropolitan area, and coordinates these efforts with teams from the Chamber of Commerce, Jaycees, civic associations, school board, and county services such as police, fire and rescue, school board, etc.
- Considerable evening and weekend work with Boards and Commissions, civic groups, business associations, youth groups, and service organizations.
- Plans, design constructs, schedules, and maintains all City recreation and cultural facilities.
- Assesses and determines the recreational needs of all ages and interest groups.
- Performs related work as assigned.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with a master's degree in recreation, public administration or closely related field, and five years of progressively responsible administrative and supervisory experience in park development and recreational program management in the public sector. Possession of a driver's license valid in the state of Maryland.

Preferred Knowledge, Skills and Abilities:

- Comprehensive knowledge of the philosophy, principles, objectives and practices of a large scale and widely diversified municipal recreation and park program appealing to all ages and interest groups.
- Comprehensive knowledge of the methods, techniques, materials, equipment and safety precautions used in planning, promoting, executing and maintaining a

diversified recreation program and maintaining park and recreational facilities and related equipment.

- Ability to plan and direct major and minor special events.
- Considerable knowledge of civic resources, interested organizational possibilities, and limitations of a city government.
- Comprehensive knowledge of the recreational and social needs of seniors, including health, nutrition, finances, transportation and welfare.
- Ability to plan, organize and direct the activities of a large group of professional and paraprofessional recreational personnel engaged in widely varied recreational activities.
- Considerable knowledge of specialized recreational facilities including golf courses, indoor/outdoor swim facilities, senior centers, recreational centers, theaters, and historical properties.
- Ability to analyze, establish, modify and advise on recreational operations, policy and procedural matters in such a manner as to assure a diversified program meeting the leisure time needs of the community.
- Considerable knowledge of cultural arts, including performing groups, artists, musicians, and neighborhood and citywide arts programs.
- Ability to establish and maintain effective working relationships with associates, part-time and full-time employees, groups and individuals interested in recreational and cultural matters, and other departments and agencies.